

Please review and complete the appropriate fields for payment approval. Information needed by three days from receipt of Invoice.

Submit information by

Vendor Name	
Invoice Number	
Obligation # and line number <i>(If payment references an obligation)</i>	
Accounting String: FY, Cost Center, BOC <i>(If payment does not reference an obligation)</i>	
Amount Approved	
Amount Rejected	
Reason for Rejection	
Date Goods/Services received: <i>(This is the date the item was received/delivered to your agency.)</i>	
Accepted Date <i>(Date items/service are determined to be acceptable.)</i>	
COTR/POC Signature	